

Chesapeake Regional Local Human Rights Committee
July 16th, 2013
Compass Youth Services, LLC
7460 Central Business Park Drive
Norfolk, VA 23513

Members Present:

Debbie Jones
Sebrina Edwards
Mary Meagher
Dr. Jeremiah Williams, LCSW
Malcolm Boykins
Stewart Prost

Providers Present:

Natasha Curry, IHCCS, Inc.
David Owen, Compass Youth Service
Sharon Harper, Our Summer Place
Susan Scheuring, Riverside Shore Memorial Hospital
Jacinta Callaway, Crestar Health, LLC
Elicia Williams, Circle of Friends Day Support, In-Home Support
Stephanie Tucker, Therapeutic Intervention Services
Richard Roman, New Life, LLC
Roger N. Alston, B.A.G.H, LLC
National Counseling Group
Anthony Hoskins, J&A Family Services, LLC
Donell Howell, Chosen Hands Residential Services
Narcisa and Rey dela Cruz, Reyna Home Care
Irish Caine, Divine Miracles, LLC
Melvin Anderson, Abundant Life Therapeutic Services

I. Regular Session Called to Order at 6:03 pm

II. Approval of Minutes May 21st, 2013:

A motion was made by Dr. Jeremiah Williams to approve the minutes and Mary Meagher second the motion. The minutes of May 21st, 2013 were approved.

III. Old Business:

No old business to review.

IV. New Business

- **Abundant Life Therapeutic Services, LLC** would like to request affiliation for Community Mental Health Support through the Chesapeake Regional Local Human Rights Committee. The agency stated that there would be no program rules. The agency went over their behavioral management policy. They stated that they would document any types of restraints and crisis prevention training. They would have monthly CPI trainings. Dr. Williams made a motion to accept affiliation of Abundant Life Therapeutic Services into the CRLHRC and Ms. Meagher second the motion. All were in favor. Mary made a motion to approve the behavioral management policy and Dr. Williams second the motion. All were in favor.
- **Divine Miracles** would like to request affiliation with the Chesapeake Regional Local Human Rights Committee. The agency stated that they would be providing residential placement in the city of Portsmouth, VA. The consumers would be males and females over the age of 18. The agency stated that they would be using TOVA and this would be a part of orientation training. They would not use physical restraint unless to prevent the consumers from harming themselves. Ms. Meagher made a motion to approve the request for affiliation of Divine Ministries and Dr. Williams second the motion. All were in favor. Ms. Meagher made the motion to accept the behavioral management policy. Dr. Williams second the motion. All were in favor. The program rules will not be approved until the October meeting.
- **Reyna Home Care** would like to update the committee that one of their clients would like to use a seatbelt as a protective device for shower care, recliner, and with the wheelchair. The agency explained that they were previously using splints for prevention of any unsafe occurrences and they wanted to add the change to their behavioral management plan. Mr. Prost stated that there were no time limitations in the plan, the Human Rights did not have to approve the change but they did have to approve the change in the physical management policy. The policy needed to be revised to add time limitation and deleting the statement that the amendments would be approved by the LHRC. Dr. Williams made the motion to approve the physical management pending revisions and Ms. Meagher second the motion. All were in favor.
- **Our Summer Place** would like to request to computerize their consumer progress notes. Mr. Prost stated that this matter did not need to be approved by the Human Rights Committee.

V. Program Updates

*Star = In attendance

Provider	Peer-to-Peer Issues	Abuse/Neglect Allegations	Complaints	HR Issues	Changes	Licensing/HR Review	Deaths/Serious Injuries/Incidents
*Chosen Hands Home LLC	N	N	N	N	N	N	N
*Circle of Friends	N	N	N	N	N	N	N
*Joy Haven, LLC	N	N	Y	N	N	N	N

*Compass Youth Services, LLC.	N	N	N	N	N	N	N
*Crestar Health, LLC.	N	N	N	N	N	Y	N
*Our Summer Place, Inc.	N	N	N	N	N	N	N
*IHCCS, Inc.	N	N	N	N	N	N	N
*Riverside Shore Memorial Hospital	N	N	N	N	N	N	N
*National Counseling Group	N	N	N	N	N	N	N
*Therapeutic Intervention Services	N	N	N	N	N	N	N
*Reyna Home Care	N	N	N	N	N	Y	N
New Life, LLC.	N	N	Y	N	N	N	N
B.A.G.H, LLC.	N	N	N	N	N	N	N
*J & A Family Services, LLC.	N	N	N	N	N	Y	N

Provider	Comments (for items marked Y above)
Chosen Hands Home LLC	None to report
Circle of Friends	None to report
Joy Haven, LLC	Two informal complaints
Compass Youth Services, LLC	None to report
Crestar Health, LLC	Annual Site Review in May 2013
Our Summer Place, Inc	None to report
IHCCS, Inc	None to report

Riverside Shore Memorial Hospital	None to report
National Counseling Group	None to report
Therapeutic Intervention Services	None to report
Reyna Home Care	Annual Site Review in June 10, 2013
New Life	Two informal complaints
B.A.G.H, LLC	None to report
J & A Family Services, LLC	Site Review June 15, 2013

Vi. Advocate's Report

Mr. Prost reported that since the last meeting CHRIS has been in place to be used by all providers. He stated that there have been problems using certain browsers to use the system. He advised all providers to report all issues so that they can be resolved. He also recommended that if it was necessary the providers could still fax in their documents.

Human Rights policies are in the process of being revised. Surveys were sent out and research entities like ODU were assisting with the process. Post revisions will go to the state board of DBHDS and they will be out for public comment. Complaint process will be changed along with LHRC policies.

The CRLHRC changed its policies to go from a seven member committee to a five member committee. The state will approve the revised bylaws and there will be no vacancies on the board. There will only be five slots to fill within the committee's chairmen.

VII. Open Forum

- No Comments

VII. Next Meeting Date: October 15th, 2013

IX. Adjournment at 6:53 pm

X. Executive Session

There were no providers that needed to go into executive session.

Mr. Prost wanted to go over the Virginia Freedom of Information Act with the chairmen and the secretary of the CRLHRC.

The Virginia Freedom of Information Act relates to meetings and records. A meeting includes work sessions, in person or through telephonic or video equipment, and requires three members, or a quorum, if less than three. Going to a social event together is not prohibited. Meetings are open to the public and media are welcomed. Photography and recording is allowed. The public have to be informed about all meetings. Emergency meetings require a three day notice. Agenda packets have to be open to the public for review; agenda, minutes, and does not include executive session. Written minutes are required; time and date, what motions were made, what providers are present, who was absent,

summary of discussion matters. Records that are audio/visual could be requested. Minutes are supposed to be done as soon as possible and posted within 10 days. Final minutes that are approved will also be sent to production. If the meeting is held electronically, there must be a written report made to the FIOA Advisory Council and Joint Comm'n on Technology and Science each year. Two reasons to have an electronic meeting would be if a person were sick or too far away; this must be documented in the minutes. At least one meeting has to be in public. The HRC can meet in closed session to protect confidential information. The committee has to read a statute to go into and out of the closed session because it involves private information. Minutes are not required and there is no voting. Make sure to discuss all important information of relevance and close the executive session. Records are considered public if they are written during the meeting and are open to inspection. There are some exemptions include reports and court documents, written advise of legal counsel, and other important records.